**Application Form**

***Respiratory Health Effects of Long COVID Operating Grant Competition***

**Apply for funding**

There are two steps involved in applying for funding.

1. **Registration**

Register by completing and uploading the online registration form along with a maximum one-page abstract of the research proposal <https://form.simplesurvey.com/f/l/long-covid-2021-registration> by **December 16, 2021 at 3:30pm ET**. The applicant is required to provide the names of all investigators and collaborators, the research proposal title, keywords, the abstract, and three (3) suggested reviewers.

* + Abstract: One page (8 ½" by 11"), single-spaced, 12-point Times New Roman or 11-point Arial font. No condensed type or spacing. Leave a 2-centimeter margin around the page.

The Canadian Lung Association will confirm receipt of the registration by email.

1. **Application submission**

Submit an application by completing and uploading the application form in PDF format along with all supporting documentation via <https://form.simplesurvey.com/f/l/long-covid-2021-application> by **January 13, 2022 at 3:30pm ET**. The online application submission form requires similar information to the online registration submission form.

The Canadian Lung Association will confirm receipt of the registration by email.

*Applications from applicants who did not register will not be accepted.*

* **The Canadian Lung Association reserves the right to withdraw late or incomplete applications, applications not respecting the formatting specification, or those exceeding page limitations, from the competition.**

Canadian Lung Association assumes no responsibility to follow up with applicants who submit incomplete applications. **The responsibility to ensure the application is complete, including all required signatures, rests with the applicant**.

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| 1. Application Information | | | | | | | | | | |
| **Nominated principal investigator** | | | **First name** | | | | | | **Last name** | |
|  | | | | | |  | |
| **Mailing address** | | |  | | | | | | | |
| **Work phone** | | |  | | | | | Email |  | |
| **Present appointment**  **(Title, department, institution)** | | |  | | | | | | | |
| **Is the nominated principal investigator Early- or Mid-Career Researcher within 0-15 years of their first independent research appointment at a Canadian Institution by the application submission deadline date?** | | | | | | | Yes  No | | **If yes, when did they attain their first independent research appointment? (mm/dd/yyyy)** | |
|  | |
| **Co-principal investigator/Co-principal applicant** | | | **First name** | | | | | | **Last name** | |
|  | | | | | |  | |
| **Mailing address** | | |  | | | | | | | |
| **Work phone** | | |  | | | | | Email |  | |
| **Present appointment**  **(Title, department, institution)** | | |  | | | | | | | |
| **Co-investigator(s)**  **names and institutions** | | |  | | | | | | | |
| **Academic appointment, department, and institution (with address) where the research will be carried out** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Title of the research proposal** | | | | | | | | | | |
|  | | | | | | | | | | |
| **List five (5) keywords for the research proposal** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Canadian Institutes of Health Research: Four pillars**  Estimate what proportion of the proposed research and proposed project budget falls under the four health research themes. | | | | | | | | | | |
| Basic Biomedical: | | | % | | Clinical | | | | | % |
| Health Services/Systems: | | | % | | Social, cultural, environmental & population health: | | | | | % |
| **Have other applications for funding been made, or will other applications for funding be made, for this research proposal?** | | | | | | | | | | |
| Yes | No | **If yes, list the agencies and the types of award** | | | |  | | | | |
| 2. Payment Details (Administrative/financial officer who will administer funds) | | | | | | | | | | |
| **Financial officer** | | | |  | | | | | | |
| **Mailing address (Where the funds should be sent)** | | | |  | | | | | | |
| **Cheque payable to**  **(Institution)** | | | |  | | | | | | |

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| **3. Structured Lay Summary** |
| **These instructions may be deleted to use the whole page.**  The Canadian Lung Association places a high priority on ensuring the research we fund is relevant to our mission:  *The mission of The Lung Association is to lead nationwide and international lung health initiatives, prevent lung disease, help people manage lung disease and promote lung health.*  Use the outline below to provide a lay summary of the research proposal in non-scientific, everyday language, at a reading level no greater than Grade 10. Use analogies, simplifications, and generalizations rather than scientific and technical terms. This summary will help The Canadian Lung Association communicate with the public and donors about the research we support.   * Maximum one (1) page. * Single-spaced, 12-point Times New Roman or 11-point Arial font, 2-centimetre margins, no condensed type or spacing.   **Applications without a response to each section will be considered incomplete. The Canadian Lung Association reserves the right to withdraw incomplete applications from the competition.** |

1. Statement of the health problem or issue
2. Objective of the proposed research
3. Description of how the proposed research will be undertaken
4. Description of what is unique and/or innovative about the proposed research
5. Description of how the proposed research is relevant to The Lung Association’s mission (i.e., how will the outcomes improve the lung health of Canadians?)

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| 4. Grant Proposal |
| **These instructions may be deleted to use the whole page.**  The proposal should focus on the hypotheses to be tested, the background, the approach, and the knowledge translation plan including how the outcomes will be used, how the results will be disseminated, and future external grant applications. It should discuss knowledge to date, methods to be used (discuss methods that are critical to the proposal and avoid explaining detailed technical methods), anticipated results and conclusions, possible problems, and pertinent references. It should also describe how the project will impact Long COVID research.   * Maximum three (3) pages, excluding additional materials such as references, tables, charts, figures, photographs, etc. * Maximum two (2) pages of additional materials such as references, tables, charts, figures, photographs, etc. * Single-spaced, 12-point Times New Roman or 11-point Arial font, 2-centimetre margins, no condensed type or spacing. * No photo-reduction except for figures.   **The Canadian Lung Association may decline to send excess material to the peer reviewers or withdraw applications that do not meet the above restrictions from the competition.** |

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| 4b. Other Considerations |
| **These instructions may be deleted to use the whole page.**  Applicants are required to include an additional one (1) page document to their proposal briefly describing how they intend to address the following (as applicable):   * **Equity, Diversity and Inclusion (EDI):** COVID-19 disproportionately affected racialized communities. Applicants should describe how EDI will be incorporated into the collection of samples/patients, the analyses and the interpretation of results. * **Sex and gender based Analysis (SGBA):** Applicants should describe how sex and gender will be incorporated into the collection of samples/patients, the analyses, and the interpretation of results. * **Indigenous Health Research (IHR):** since COVID-19 disproportionately affected Indigenous People and their communities, where appropriate,the investigators should describe how Indigenous status will be collected from samples/patients, the role of that status in the analyses and the engagement of the Indigenous community in the interpretation of results. * **People with lived experience (PWLE):** the experience of patients and PWLE are important considerations in research on long-COVID conditions. Applicants should describe how PWLE will be involved in the project and what role(s) they will play in the knowledge mobilization efforts.   Applicants are also required to complete one of the [sex- and gender-based analysis training modules](https://www.cihr-irsc-igh-isfh.ca/) available online through the CIHR Institute of Gender and Health and submit a Certificate of Completion by the application deadline. |

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| 5. Roles and Responsibilities |
| Describe the roles and responsibilities of the principal investigator, co-principal investigator, and co-investigator(s), as applicable, and include the amount of time allocated for each. |

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| **6. Letters of Collaboration and Support** | | | |
| **Collaboration:** For collaborators who will make significant contributions to the research but who are not listed as co-investigators, include a signed statement of agreement from each collaborator.  **Support:** Do not append letters in general support of the research proposal.  List names of individuals providing letters of collaboration and support below. | | | |
|  | **Letter 1** | **Letter 2** | **Letter 3** |
| Name |  |  |  |
| Position/Title |  |  |  |
| Institution |  |  |  |
| Support or collaboration? |  |  |  |

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| 7. Overlap: Scientific, methodological, and budgetary |
| For the principal investigator, co-principal investigator, and co-investigators, as applicable, list current and pending funding as well as applications that are in preparation, and, for each, indicate:    1. Scientific overlap with this application (percent)  2. Methodological overlap with this application (percent)  3. Budgetary overlap with this application (dollar amounts rather than percentage of overlap)   * For budgetary overlap, provide a brief explanation of any financial (not in-kind) contribution from other sources, if applicable. If any of the investigators on the research proposal hold financial (not in-kind) support from other sources or if they are applying for other funding, the application must describe the degree of overlap with the current application. This includes awards funded or applied for from all sources. It should be indicated whether the proposal is being presently funded, applied for, or renewed. All funding sources must be disclosed. During the review process, priority will be given to scientifically excellent research proposals that are not currently funded from other sources.   All funding sources must be disclosed. Use additional pages as required. |

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| 8. Ethical and Safety Considerations/Ethics Approval | | |
| Assurance is given that any human experimentation will be acceptable to the institution on ethical grounds and comply with the “Tri-Council Policy Statements: Ethical Conduct for Research Involving Humans” and that in the case of laboratory animal experimentation, the guiding principles enunciated by the Canadian Council on Animal Care will be adhered to and that the proposed research will not be undertaken until it has been accepted as meeting the requirements regarding biological and chemical hazards as outlined in the Public Health Agency of Canada "Laboratory Biosafety Guidelines". In addition, any research involving human pluripotent stem cells must adhere to the “Human Pluripotent Stem Cell Research: Guidelines for CIHR-funded Research”. The institution must notify the Canadian Lung Association and CIHR-ICRH if such approval is not forthcoming. | | |
| **Does this research involve** | | |
| Animals | Form included | Form to be sent |
| Human subjects | Form included | Form to be sent |
| Human pluripotent stem cells | Form included | Form to be sent |
| Not applicable |  |  |
| 9. Institution Signatures | | |
| All signatures must be present for application to be considered complete.  By signing below, the institution in which the proposed research will be done indemnifies and saves harmless The Lung Association from all actions, claims, suits, demands, liabilities, losses, damages, charges, costs or expenses (including legal fees) which may be imposed upon or incurred by or asserted against The Lung Association by reason of or arising out of the funding of the proposed research. | | |

Department Head Signature Date

Dean or Executive Officer Signature Date

Name of Institution

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| **10. Applicant Signatures** |
| * 1. **Principal investigator and co-principal investigator**   By signing below, the principal investigator and co-principal investigator, if applicable, agree to abide by the ethical and safety considerations statements (item 10) and all policies and regulations governing the award, if granted. These signatures also authorize the institution to provide The Lung Association with personal information as required to apply these policies and regulations, and confirms that the principal investigator and co-principal investigator are not currently barred from applying to The Lung Association or any other research funding organization (e.g., CIHR, NSERC, SSHRC, provincial funding organizations) for reasons of breach of standards of ethics or integrity (i.e., financial or scientific misconduct).  Grantees and the institution where the proposed research will be done will indemnify and save harmless The Lung Association from all actions, claims, suits, demands, liabilities, losses, damages, charges, costs or expenses (including legal fees) which may be imposed upon or incurred by or asserted against The Lung Association by reason of or arising out of the funding of the proposed research. |

Principal investigator Signature Date

Co-principal investigator (if applicable) Signature Date

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| * 1. **Co-investigator(s)**   List each co-investigator for the research proposal. Include additional pages if necessary.  By their signatures, the co-investigator(s) agree to and accept the policies and regulations governing the award, if granted. |
| **Not applicable (no co-investigators)** |

**Co-investigator 1**

|  |  |
| --- | --- |
| Name |  |
| Position/title |  |
| Institution |  |
| Department |  |

Signature Date

**Co-investigator 2**

|  |  |
| --- | --- |
| Name |  |
| Position/title |  |
| Institution |  |
| Department |  |

Signature Date

**Co-investigator 3**

|  |  |
| --- | --- |
| Name |  |
| Position/title |  |
| Institution |  |
| Department |  |

Signature Date

|  |
| --- |
| 11. Eligibility acknowledgement |
| Eligibility criteria:   * 1. The nominated principal investigator (NPI) must be an [Early](https://cihr-irsc.gc.ca/e/34190.html#r14)- or [Mid](https://cihr-irsc.gc.ca/e/34190.html#r13)-Career Researcher within 0-15 years of their first independent research appointment at a Canadian Institution by the application submission deadline date.   2. Applications must be relevant to **at least one or more** of the identified research areas as they relate to the respiratory health effects of long COVID. Applications deemed non-relevant will be withdrawn from the competition and will not be considered by the peer review panel.   3. Studies previously funded by CIHR as part of the [COVID-19 Response](https://cihr-irsc.gc.ca/e/52000.html) are not eligible.   4. Appropriate facilities must be available for the research. An institution through which the funds will be administered also needs to be identified and this institution must be authorized to administer CIHR funds (see a list of authorized institutions at: [http://cihr-](http://cihr-irsc.gc.ca/e/36374.html)  [irsc.gc.ca/e/36374.html](http://cihr-irsc.gc.ca/e/36374.html)).   5. Applicants may only submit **one application** as a principal investigator or a co-principal investigator.   6. At the time of registration and for the duration of the award, the principal investigator, co-principal investigator, co-investigator(s), and collaborator(s) are not eligible if they hold or have previously held funding, directly or indirectly, from the tobacco and/or vaping industry.   **As the principal investigator, I acknowledge that I, the co-principal investigator, the co-investigator(s), and the collaborator(s), as applicable, meet all of the above-listed eligibility criteria.\***  Principal investigator Signature Date  *\*If this acknowledgement is not made, the application will be deemed incomplete and may be declined.* |

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| 12. Conflict of Interest |
| Should an applicant or any project participant(s) have current or previous relationships with private industry including, but not limited to, financial or in-kind support for research, the applicant(s) must justify in a one (1) page attachment for peer review consideration how this/these existing or previous relationship(s) will contribute to the research as well as any potential risk, or conflict of interest, considerations as appropriate. |

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| 13. Summary of Funds Requested | | |
| Refer to the Budget Justification and Use of Grant Funds sections of the application guidelines for details on how to complete this section correctly. | | |
| **a) Salaries and benefits**  As per the Employment under Grants section of the application guidelines, no investigators on the application may receive salaries from this grant.   * ***Note: Applicants must allocate a minimum of $5000 to support an undergraduate studentship during the tenure of the grant.*** | | |
| Position/Type (list all personnel) | | March 2022 to  March 2023 |
| 1. **Undergraduate Studentship** |  | **$** |
|  |  |
|  | Salary | **$** |
| Benefits | **$** |
|  | Salary | **$** |
| Benefits | **$** |
|  | Salary | **$** |
| Benefits | **$** |
|  | Salary | **$** |
| Benefits | **$** |
| **Total** | Salary | **$** |
| Benefits | **$** |
| * If necessary, list additional positions on another sheet and include these in the total. | | |
| **b) Experimental animals** | | **$** |
| **c) Materials and supplies** | | **$** |
| **d) Other (specify)** | | **$** |
| **e) Service contract** | | **$** |
| **f) Publication costs (limited to $2,000)** | | **$** |
| **Total requested** | | **$** |
| **g) Financial contribution from other sources** **(if applicable)** | | **$** |

**Budget justification:** Use additional pages, numbered 13a), 13b) etc., to explain/justify all budget items listed above. Failure to provide appropriate justification may result in budget cuts that could adversely affect the final budget awarded.

How many additional budget justification pages (not including this one) are attached? **\_\_\_\_\_\_\_\_**

### Indirect costs are not permitted, as per the following indirect costs policy:

*The Lung Association supports only the direct costs of research. No funding is to be used for indirect costs of research. The definition of indirect costs of research for the purposes of this policy is, costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment).*

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| 14. Common CV |
| Upload a printed or PDF copy of the academic Common CV (CCV), as used for CIHR, for the principal investigator, co-principal investigator, and co-investigator(s), as applicable.  Only list publications from the past five (5) years.  DRAFT CCVs are not acceptable. |
| 15. Suggested Reviewers |
| Provide the names and contact information for three (3) reviewers who might be suitable as a reviewer for this application. Do not include anyone with whom the principal investigator or the co-principal investigator may have a direct conflict of interest, such as having been supervised by or who they have supervised or collaborated with in the past five (5) years. In addition, suggested reviewers should not be from the same institution as the principal investigator and/or the co-principal investigator. |

**Suggested reviewer 1**

|  |  |
| --- | --- |
| Name |  |
| Position/Title |  |
| Institution |  |
| City and country |  |
| Email address |  |
| Area(s) of expertise |  |

**Suggested reviewer 2**

|  |  |
| --- | --- |
| Name |  |
| Position/Title |  |
| Institution |  |
| City and country |  |
| Email address |  |
| Area(s) of expertise |  |

**Suggested reviewer 3**

|  |  |
| --- | --- |
| Name |  |
| Position/Title |  |
| Institution |  |
| City and country |  |
| Email address |  |
| Area(s) of expertise |  |